FY 2005 LaRC Service Pool including General & Administrative (G&A)
Closeout and Startup Guidance

Synopsis:
The following guidance provides information on the treatment of pool metrics and year-end costs.

LaRC service pools are as follows:
Information Technology (IT) Services
Fabrication Services
Wind Tunnel Services
Test Services (Simulators & Aircraft)
Facilities and Related Services
Science and Engineering Services
G&A (while not considered a Service Pool operates as such and is included in this guidance)

End of year metrics:
Before implementation of Core Financial and SAP, LaRC treated carrier account activities as one-year or current year activities. With the implementation of SAP, the service pools (previously called carrier accounts) now receive funding directly from the various programs/projects that use their services. This means that service pool funding is now considered available for the full period of availability of the appropriation, which in most cases is 2 years. While it is true that service activity/cost pool funds are considered two-year funds, the Center still intends to manage the annual service budgets as one-year funding. In reality, service budgets have always been two-year funds since the services are funded by two-year research and development projects. However, the Agency has established financial metrics that are used to monitor and track project funds. In that regard, it is imperative the Center continues to employ sound financial management practices to meet established Agency financial metrics. In addition, service funding supports research and development activities for a given fiscal year. Therefore, the Center will continue to treat all service activities and G&A funds as one-year funding. This means service providers are typically expected to obligate 100% and cost 85% of current year funds by the end of September.

Document	Obligates When …	Comments
Travel Authorizations	Authorization is approved by Travel Office	Submit travel authorizations for travel through October by mid-September Review unvouchered travel authorizations to determine if they can be deobligated and utilized elsewhere (e.g., was the trip cancelled but the travel authorization never deleted in TM and

		SAP)
Purchase Card Request (Order Logs)	Credit Card Statement Reconciled and Approved	Purchases must be made by end of July to assure timely obligation and costing of funds - Expiring funds (typically '04 funds) will no longer be permitted on Order Logs after July 22, 2005
Purchase Requisitions	Office of Procurement awards order or contract (obligates the government for the purchase)	See @LaRC for cutoff dates established by procurement

End of year cost assessment to projects

The Core Financial System supports generally accepted funds control practices. Project customers attaining Center services must provide adequate funding to the pools for annual expenditures (obligations). However, since cost accruals typically lag obligations, the project funding authority allocated to pools will not reflect the total costs of the pools by year-end. This means, project customers will not show 100% obligations or costs against their service commitment line items at year-end even though the service provided to the customer may be complete. Project funding allocations to Center pools will typically reflect 80-90% costs by year-end. In addition, cost accruals will continue to be posted against current year authority until all such charges have been completed.

For additional information on metrics, please visit the OCFO web site at http://ocfo.larc.nasa.gov and view the Full Cost Decision Memorandum entitled "Service Financial Metrics (SA-06). A direct link to the document is http://ocfo/pdf_files/SA-06Servicefinancialmetrics.pdf